



REAL ESTATE COMMISSION

APPRAISER LICENSING & CERTIFICATION BOARD

JOB VACANCY ANNOUNCEMENT (EDUCATION SPECIALIST) EDUCATION & LICENSING SERVICES DIVISION

Job Posting Number:	1507-22-ELS	Monthly Salary:	\$3,521.00
State Classification:	Education Specialist II	Class No., Group:	0821, B19
Location:	Austin	FLSA Status:	Nonexempt
Work Week:	Monday-Friday, 40 hours/week (flex schedule may be possible after first evaluation)	Travel:	None
Posting Date:	Date posted to the web	Closing Date:	Until Filled
Job Summary:	Assist in planning, developing and monitoring education program area operations. Review and process education provider, course and instructor applications to ensure compliance with the Texas Real Estate License Act (TRELA) and the rules of the Commission/Board. Perform complex data entry. Assist the public and license holders with education related inquiries via written communication, by telephone and in person. Provide technical assistance to agency staff or education related committees and sub-committees.		
Job Duties:	<ul style="list-style-type: none">• Monitor education programs and provide accurate guidance to education providers and instructors regarding compliance• Apply agency rules or regulations when processing work• Review applications for completeness and compliance with agency statutes and rules• Review and process education provider, course, instructor applications and course completion documents• Data enter money batches and complex application information• Update license holder files• Provide technical assistance to agency staff and education-related groups• Assist educators, license holders and the public via telephone or in person• Respond to emails and compose written correspondence• Perform records management tasks• Use scanner, copier, multi-line telephone system, fax machine and other business machines to accomplish daily tasks• Perform other duties as assigned		
Knowledge, Skills and Abilities:	<ul style="list-style-type: none">• Knowledge of adult education program and curriculum development• Knowledge of general business procedures and use of standard office equipment• Ability to research, collect, organize and prepare materials and reports• Ability to perform accurate data entry and data retrieval• Ability to accurately review and evaluate documents for completeness and acceptability based on agency statutes, rules and procedures• Ability to communicate professionally with educators, license holders, education interest groups and the public both verbally and in writing• Ability to exercise effective organizational skills• Ability to compose professional correspondence• Ability to multi-task and prioritize workload• Ability to successfully function as a team member and work well with all levels of co-workers and customers• Ability to maintain a professional image		
Minimum Qualifications:	Three years' work experience reviewing complex documents and ensuring compliance with regulatory standards Three years' work experience reviewing or developing curriculum for adult learners		
Preferred Qualifications:	Work experience in a field related to the Texas real estate industry College degree or work experience in curriculum development or related field		

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- Minimum Education:** Graduation from an accredited four-year college or university. Experience may substitute for education on a year- for- year basis.
- Additional Requirements:**
- Resume
 - Cover letter detailing how your education and experience meets the requirements of the position
 - A skills test will be conducted at the time of interview.
- Environmental & Physical Conditions:** Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.
- To Apply:** Submit a complete (no blanks) State of Texas Employment Application to: human.resources@trec.texas.gov
- Contact:** Glenn Tramel, Human Resources 512-936-3604

TREC/TALCB is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. Applicants should communicate requests for disability-related accommodations during the application process to Human Resources. 1-800-RELAY TX (for hearing impaired).

TREC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.